



Printing a W-2 Reprint in ESS

Introduction

To activate the process to print a W-2 Reprint in ESS using JAWS, follow the steps outlined below. Some screens will have a Links List menu function, allowing you to use the Insert + F7 option to access a menu of links rather than having to tab around the screen to find the links you need.

The first section below describes the NCID log-in process, followed by the step-by-step instructions to turn on the Accessibility feature for your system ID.

General Tips and Instructions

Please follow these instructions carefully the first time you use MSS with JAWS. It will get you through the screens successfully and give you the opportunity to learn how the JAWS keyboard shortcuts work in this environment. If you are an experienced JAWS user, you may find other ways to navigate the application by experimenting and exploring the screens in the future.

IMPORTANT NOTES for JAWS Version 10 Users:

JAWS Version 10 defaults to “Forms Mode On” automatically whenever you move into combo box controls. This feature causes some problems in BEACON, not allowing you to move through the drop-down list boxes that you need to use in selecting leave and time entries on your timesheets, for example. For this reason, you must turn this feature off when you go into BEACON. From then on, each time you use BEACON, JAWS will function without the automatic forms feature activated and the instructions in this document should work for you as they did for the previous versions of JAWS.

INSTRUCTIONS:

1. After you log on to BEACON following the instructions below, wait until the **Welcome** page loads.
2. Then press **INSERT+SHIFT+V**. You should hear **JAWS dialogue – Personalize Settings for My BEACON.its.state.nc.gov** to indicate that the Personalize Settings JAWS dialogue box is open.
3. Use your down-arrow key to select **Auto Forms Mode On** and press your **space bar** to change the selection. You should then hear **Auto Forms Mode Off**.
4. Finally, press the **Escape key** or **tab** until you hear **Close button**.
5. Then press the **space bar** to exit the JAWS window.

As you continue using BEACON and each time you return to the BEACON web site, Forms Mode should be *OFF*, so use the instructions that follow to move in and out of Forms Mode as you go through your BEACON activities.

Tips:

- **Moving in and Out of Forms Mode:** As noted several times throughout the instructions that follow, you may encounter some problems when you are either in or out of forms mode and need to switch back. If your cursor is in an edit box where you are trying to make an entry, try pressing the **Enter** key to get back into forms mode. Or if you are trying to use a keyboard shortcut that's not working, press the **plus sign** on the Numpad to get out of forms mode.
- **Don't go too fast!** Until you become familiar with the screens, listen a little longer than you might ordinarily to a field description in case the item you are searching for is preceded by some extra information. For example, you may hear **Drop-down box, 1 of 10 items** before you hear **Time Worked**, the item you are seeking.

Logging On

1. Log onto BEACON SAP portal at <https://mybeacon.nc.gov> using your **NCID log-on** ID and password (obtained through your agency).
 - a. Since this is a form, tab until you hear **NCID star Edit** and press **Enter** to hear **Forms mode on, secure connection** before you begin typing in your NCID.
 - b. After typing in your NCID, tab until you hear the **Password star password, edit field** and type in your password. Then press **Enter**.
2. When you are on the BEACON home page, you will hear **OSC - BEACON Employee Portal**.

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Caution: Please ensure Forms Mode is *OFF*.

After you have logged on with your NCID, you will be on the BEACON home page. From there, follow these steps:

Go to the W-2 Reprint Entry Screen

1. Tab until you hear **Employee Self Service this page link** and press **Enter** at least twice until you hear **Frame 1 – I frame ...**
2. Press Shift + Tab until you hear **W-2 Reprint link** and press **Enter** at least twice until you hear **Frame 1**. The W-2 Reprint screen loads.
3. Wait until you hear **Updated W-2 Reprint Link**.

Select Year and Form Type from drop down list:

4. Press Tab (or Shift + Tab) until you hear **Display**.
5. Press **Shift + Tab** until you hear **Drop down List Box - Select Year**. Press **F4** and press **Enter** to enter the Drop-Down. Use the up-down arrows to **select a year for W-2 reprint**. Press **Enter** twice.
6. Press Tab until you hear **Drop-Down List Box - Select Form**. Press **F4** and press **Enter** to enter Drop-Down. Use the up-down arrows to **select a year for W-2 reprint**. Press **Enter** twice.
7. Press Tab until you hear **Display Link**. Press **Enter** and press Tab. The W-2 Sensitive information disclaimer is displayed.
8. Please **listen to the important notice** about your W-2 sensitive information.
9. Press Tab until you hear the **Yes** button. If you want to continue to your W-2 form, press **Enter**. If you do not want to continue your W-2 form, press Tab until you hear **No**. Press **Enter**.
11. The W-2 Form loads. The W-2 form is an Adobe document.